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23 AUG 1963

Personnel and Training Branch ACTIVITY LOG9 August 1963 - 23 August 1963

Item	Comment
1. BEC Claims	Eight claims are pending. One case was closed, and one case has been re-opened due to recurrence of a previous injury.
2. Passports	In the absence of appropriate action by the DD/P component concerned, we have requested passports for 17 Logistics members of the Contingency Task Force.
3. SL Position Changes	<p>a. Four SL positions located at [REDACTED] were upgraded: 1 from GS-09 to GS-11 and 3 from GS-07 to GS-08. 25X1A6a</p> <p>b. One GS-07 Property and Supply Assistant position with SL designation was added at [REDACTED] 25X1A6a</p>
4. Unfilled Positions	We are screening qualifications of candidates for 12 SL position vacancies in [REDACTED] overseas field stations for a Panel Meeting. 25X1A6a
5. Marriage to Alien	One SL designee has requested permission to remain employed with the Agency after marriage to an alien.
6. Rotation of SL Designees	Personnel actions were received effecting the transfers of six SL Designees from other components to the OL Staffing Complement.
7. Classification Survey and Reorganization of PSD	Still pending with Agency Manpower Control Officer.

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Item	Comment
8. Establishment of Finance Officer Positions at ██████████ 25X1A6a Depots	Still pending with Office of the Comptroller.
9. Request for Increase of 30 Positions in PSD	Status unchanged since last report.
10. Classification Survey of LSD 25X1A9a	The Classification Analyst is continuing the survey. Several previously unwritten Position Descriptions were drafted for review and allocation by S&WD/OP.
11. Death of OL Employee	Mr. ██████████ a GS-06 Telephone Communications Service Clerk assigned to LSD, met death in an automobile accident on 18 August 1963.
12. Conversion of Summer Employees to Staff Status	Actions were submitted requesting conversions of two summer employees to fill clerical positions in OL, one in PSD and one in TD.
13. Summer Employees Leaving OL	Six summer employees resigned during the period 8 through 21 August 1963. We expect the remainder to leave us to return to school between now and the middle of September.
14. Personnel Accessions -----5	The following personnel reported for duty in OL: 1 Logistics Officer Trainee (the 14th to EOD since Program began) 1 Courier 1 Clerk Stenographer 2 Clerks
15. Personnel Losses -----6	The Following employees departed OL: 1 Courier (To Military Service) 2 Clerk Typists (To remain home) 1 Clerk Steno (To be married and move to Kansas)

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Item	Comment
Personnel Recruitment:	1 Clerk Steno (To maternity leave) 1 Bindery Asst (To maternity leave)
Military Personnel:	
Placed in process -----1	An Army Colonel to replace Colonel [REDACTED] whose Agency tour expires in March 1964.
Nominations received -----1	An Army Lt. Colonel has been nominated by DA and is currently under consideration by OL/SD as a replacement for [REDACTED]
Logistics Trainees:	
Full Clearances Received -----1	Individual will EOD 3 September
Invitee Clearances Received ----1	OP is arranging appointments for OL interview, pre-employment polygraph, and medical examinations.
Declinations -----1	Declined our offer to attend graduate school in September.
Procurement Officers	One applicant (GS-13) was placed in process for invitee clearance for purpose of OL interview, medical, and polygraph examinations.
Color Photographers	
Full Clearances Received-----1	Subject being called on duty to replace an employee previously released for transfer to NPIC.
Pneumatic Tube Mechanics	
Applicants Interviewed -----2	One declined the salary offered. The other was given application papers to complete and return for processing.
Automobile Mechanics	
Full Clearances Received-----1	Subject being called on duty to replace employee medically disqualified to continue in this work.

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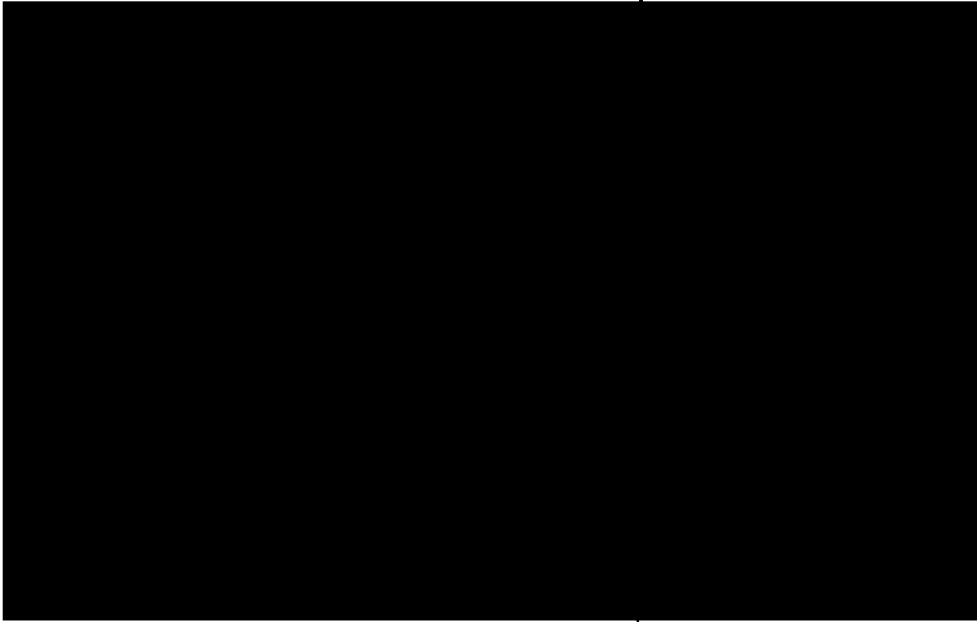
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Item	Comment
Applicants Interviewed -----5	Of these, two are being placed in process for security clearance, one declined when offered a promotion in his present job, one was rejected as unqualified, and we are awaiting application papers from the other.
<u>Truck Drivers (Tractor Trailer)</u> Applicants Interviewed -----2	One was placed in process to replace an employee pending reassignment to Office of Communications. The other was given papers to complete and return.
<u>Chauffeurs</u> Applicants Interviewed -----2	Further consideration pending receipt of completed application papers.
<u>Bindery Operatives</u>	Four applicants have provisional security clearances and medical approvals, ready to call on board. However, no further action is being taken at this time, pending resolution of PSD ceiling authorizations.
Logistics Trainees	<p>a. [REDACTED] began the 25X1A9a four week operations Support Course on 19 August 1963.</p> <p>b. [REDACTED] completed the Intelli-25X1A9a gence Orientation Course on 16 August 1963 and is presently undergoing OJT in Transportation Division.</p> <p>c. [REDACTED] also completed the 25X1A9a Intelligence Orientation Course on 16 August and is spending this week in Printing Services Division.</p> <p>d. Steup entered on duty 19 August and will spend three weeks in Transportation Division, prior</p>

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Item	Comment
17. Mid-Career Program	<p>to the next scheduled Intelligence Orientation Course.</p> <p>The Office of Logistics has nominated five careerists for participation in the Mid-Career Program in FY 1964. The DD/S will soon assign quotas for the six-week "Core" course which will begin on 7 October 1963. We requested one space in the first running.</p>
18. Logistics Orientation for O/S Returnees	<p>We are planning to hold the first in a series of three, one-day Logistics Orientations for personnel who are returning to Headquarters from overseas. This first session is tentatively scheduled for Wednesday, 11 September.</p>
19. OL Personnel Statistics (as of 21 August 1963)	 <p>124 RWN</p>

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Records & Services Branch ACTIVITY LOG

12 thru 23 August 1963

Item	Comment
1. The communication equipment which connects the Logistics Signal Center with the Headquarters Building is being replaced on 26 August 1963 with more modern equipment.	The machines to be installed are the KW-26T and KW-26R. This equipment is more sensitive than the HW-19's it is replacing, therefore additional security modifications had to be made to the room. The new equipment will increase the transmission capability of the Log Signal Center.
25X1A9a 2. [REDACTED] is attending a 25X1A6a three week class at [REDACTED] for advanced training in the operation of communications equipment. This training is necessary in order for him to operate the new equipment which is being installed.	Mr. [REDACTED] is a Mail Clerk in the Logistics Registry and acts as a standby operator in the Logistics Signal Center when the workload is such that the regular Communicator needs assistance, and he also acts as the Communicator on alternate Saturdays.
3. Certain modifications were made to the Teletype machines in the Logistics Signal Center in order to produce a chad papertape which can be fed into the 501 computer.	With the exception of certain supply management functions, which will be retained at Headquarters, operations of the [REDACTED] were decentralized on 19 July 1963. The modifications to these teletype machines will enable the depots to provide headquarters with supply management information by teletype transmission.
25X1A2d2 4. At approximately 2200 on 22 August 25X1A6a 1963 it was necessary to call in the Logistics Communicator to relay [REDACTED] cable traffic to the [REDACTED]	There were six messages, all with operational implications, which could not have been passed on to the depot by any other means. The Log Signal Center is normally manned only between the hours of 0830 and 1700, therefore when traffic as described above is received during off-duty hours it is

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Item	Comment
	<p>necessary to recall the Log Communicator to report in on an overtime basis.</p> <div data-bbox="1003 865 1502 982" style="background-color: black; width: 307px; height: 56px; margin: 10px auto;"></div> <p style="text-align: center;"><i>1/24</i></p>

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